



Delaware Township Board of Supervisors

Reorganization Meeting

January 4, 2016

MINUTES

Call to Order was made at 6:00 p.m.

Pledge of Allegiance

Roll Call – By Supervisor Jeffrey Scheetz. **In attendance:** Thomas Ryan, John Henderson, Jeffrey Scheetz, Thomas Farley, Solicitor, and Krista Predmore

Motion to appoint Jeffrey Scheetz as Temporary DTBOS Chairman was made by Mr. Ryan with second by Mr. Henderson. Voting: All in favor. Motion carries.

Public Comment on Agenda – Mr. Brinson, Ms. Neufeld and Ms. Bukaj had questions.

1. **Motion** to appoint Jeffrey Scheetz as 2016 DTBOS Chairman was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson. Nay: None. Motion carries.
2. **Motion** to appoint Thomas Ryan as 2016 DTBOS Vice Chairman was made by Dr. Scheetz with second by Mr. Henderson. Voting: Aye: Henderson, Scheetz. Nay: None. Motion carries.
3. **Motion** to appoint Thomas Ryan as Township Treasurer was made by Dr. Scheetz with second by Mr. Henderson. Voting: Aye: Henderson, Scheetz. Nay: None. Motion carries.
4. **Motion** to appoint Jeffrey Scheetz as Township Secretary was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
5. **Motion** to appoint Krista Predmore as Delaware Township Administrator/Assistant Treasurer / Right to Know Officer at a fixed compensation of \$56,100 annually with benefits was made by Dr. Scheetz with second by Mr. Ryan. Voting: Aye: Scheetz, Ryan. Nay: Henderson. Motion carries.
6. **Motion** to appoint Robin Jones as Deputy Tax Collector was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
7. **Motion** to authorize Supervisors Thomas Ryan, Jeffrey Scheetz and John Henderson as Signatories on all Banking and Checking Accounts was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
8. **Motion** to approve Wayne Bank, Dime Bank and PLIGIT as Depositories for Delaware Township was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.



9. **Motion** to establish the Treasurers bond at \$2,800,000 was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
10. **Motion** to establish the Assistant Treasurer's bond at \$100,000 was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
11. **Motion** to fund 2016 Tax Anticipation Account with \$87,900.92 from Wayne Operating Reserve Account was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
12. **Motion** to transfer \$100,000 from the Wayne General Fund to the Dime Payroll account to fund 2016 first quarter payroll expenses was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
13. **Motion** to create a Capital Reserve Fund under *the General Fund* for the purpose of purchasing future equipment, machinery, motor vehicles or other capital assets. Further, the purposes so declared in this **motion** may be changed if the Board of Supervisors declares the conditions in the Township make other expenses more urgent than those for which the Funds were created was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
14. **Motion** to create a Capital Reserve Fund under *the Recreation Fund* for the purpose of purchasing future equipment, machinery, motor vehicles or other capital assets. Further, the purposes so declared in this **motion** may be changed if the Board of Supervisors declares the conditions in the Township make other expenses more urgent than those for which the Funds were created was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
15. **Motion** to appoint Thomas Farley Esq. as Delaware Township Solicitor at a rate of \$150.00 per hr was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
16. **Motion** to authorize Treasurer to pay bills due between regular schedule meetings was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
17. **Motion** to appoint William Owens & Company as CPA for Delaware Township was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.



18. **Motion** to appoint Charles Kroener as Delaware Township Road Master at a fixed compensation rate of \$54,000 annually with benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
19. **Motion** to appoint Michael Kolenet to the road crew at an hourly rate of \$17.63 with pension was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
20. **Motion** to appoint Richard Heimbrook to the road crew at an hourly rate of \$16.45 with pension was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
21. **Motion** to appoint Robin Jones as full-time Administrative/Human Resources Assistant at a fixed compensation rate of \$36,849.28 annually without benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
22. **Motion** to appoint Sharon Franks as Administrative Assistant at a fixed compensation rate of \$43,000 annually with benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
23. **Motion** to appoint Catherine Bram as Clerical Secretary/Project Coordinator/Alternate Right to Know Officer at a fixed compensation rate of \$35,020 annually with benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
24. **Motion** to appoint Vincent Flatt as full-time maintenance person at an hourly rate of \$12.00 with benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
25. **Motion** to appoint Mike Moffa as full-time maintenance person at an hourly rate of \$14.87 with benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
26. **Motion** to appoint Ed Hammond as Assistant Road Master/ Parks & Grounds Superintendent at a fixed compensation rate of \$40,000 annually without benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
27. **Motion** to appoint Jeff Dorner as part-time Bulk Waste Attendant at an hourly rate of \$13.11 without benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.



28. **Motion** to appoint Jeffery Shirley as Emergency Snow Plow Driver at an hourly rate of \$15.00 without benefits was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
29. **Motion** to appoint Dave Manter as Delaware Township Sewerage Officer was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
30. **Motion** to appoint Jeryl Rinehart as Alternate Sewerage Officer was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
31. **Motion** to reimburse 54 cents per mile for use of personal vehicle while on official Delaware Township business was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
32. **Motion** to appoint Charley Kroener and Ed Hammond to the Pike County Road Task Force was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
33. **Motion** to appoint Boucher & James Township Engineers was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
34. **Motion** to appoint SFM Consulting LLC as Delaware Township Residential and Commercial Building inspectors was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
35. **Motion** to appoint SFM Consulting LLC as Delaware Township Zoning/Code Enforcement Officers was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
36. **Motion** to appoint George Beodeker as Delaware Township Emergency Management Coordinator with an annual stipend of \$1,000 was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
37. **Motion** to appoint William Cox as Delaware Township Fire Police Captain was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
38. **Motion** to appoint Ed Hammond as Delaware Township Fire Police, Lieutenant was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.



39. **Motion** to appoint Stacey Hughes and Mike Moffa as Delaware Township Fire Police was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
40. **Motion** to appoint Robert Bernathy Esq. as Alternate Delaware Township Solicitor was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
41. **Motion** to appoint Thomas Farley Esq. as Delaware Township Planning Commission Solicitor was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
42. **Motion** to appoint Robert Bernathy, Esq. as Alternate Planning Commission Solicitor was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
43. **Motion** to appoint Stacey Beecher, Esq as Delaware Township Zoning Hearing Board Solicitor was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
44. **Motion** to appoint Jeffery Shirley as Delaware Township Vacancy Board was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Scheetz. Nay: Henderson. Motion carries.
45. **Motion** to appoint Steve Vitale PhD, PE, Jim Owens, Wayne Day, Sean Helferty (alternate) and Mike Moffa (alternate) as Delaware Township Building Hearing Board was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
46. **Motion** to appoint Krista Predmore as Delaware Township Building Hearing Board Secretary was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
47. **Motion** to appoint Stacey Beecher, Esq. as Delaware Township Building Hearing Board Attorney was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
48. **Motion** to table the appointment of Robert Luciano to a 4 year term on the Delaware Township Planning Commission was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.

49. **Motion** to appoint Robin Jones as Secretary of the Delaware Township Safety Committee was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
50. **Motion** to appoint George Beodeker, Mike Moffa, Eric Jensen, and Charlie Kroener to the Delaware Township Safety Committee for a 1 year term was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
51. **Motion** to appoint Catherine Bram as Zoning Hearing Board Secretary at a rate of \$35 per meeting was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
52. **Motion** to appoint Sharon Franks as Pike County COG representative was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
53. **Motion** to authorize Supervisors Thomas Ryan, Jeffery Scheetz and John Henderson along with Krista Predmore, Robin Jones and Ed Hammond to attend the 2016 PSAT Conference in Hershey, Pa was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
54. **Amended Motion** to authorize grass mowing and snow plowing at the following locations: Delaware Township Fire Department and Ambulance Corps Main Building and Sub stations was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
- 54a. **Motion** to authorize snow plowing at the Delaware Cemetery was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
55. **Motion** to approve New Year's Day, Martin Luther King Jr., Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans day, Thanksgiving day, Day after Thanksgiving, and Christmas Day as paid holidays was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
56. **Amended Motion** to set the Delaware Township Board of Supervisors Workshops the second and fourth Wednesday of each month at 5:30 pm was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
57. **Amended Motion** to set the Delaware Township Board of Supervisors regular meetings the second and fourth Wednesday of each month at 6:30 pm was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.

58. **Motion** to authorize Delaware Township Safety Committee to meet on the first Monday of each month at 8:30 am was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
59. **Motion** to approve Delaware Township Planning Commission meetings and workshops on the first and third Tuesday of each month or as necessary at 6:30 pm was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
60. **Motion** to authorize Delaware Township Zoning Hearing Board to meet on an as needed basis at 7:00 pm was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
61. **Motion** to authorize Delaware Township Building Hearing Board to meet on an as needed basis at 6:00 pm was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
62. **Amended Motion** to appoint the Pike County Dispatch, the News Eagle and the Pocono Record as the official Township newspapers was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.

PUBLIC COMMENT

Comment provided by Ms. Bukaj.

63. **Motion** to suspend the Board of Supervisors organizational meeting and open executive session was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.

****EXECUTIVE SESSION re Personnel & Litigation****

64. **Motion** to closed executive session was made by Mr. Ryan with second by Mr. Henderson. Voting: Aye: Ryan, Henderson, Scheetz. Nay: None. Motion carries.
65. **Motion** to Adjourn was made by Mr. Ryan with second by Mr. Henderson. Voting: All in favor. Motion carries.

Respectfully submitted,

Krista Predmore

Township Administrator/Assistant Treasurer